

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

November 25, 2020

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Greenville County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, December 14, 2020.**

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at rps@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§1-11-55, 1-11-56, and 1-11-65 and S.C. Code of Regulations, §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: https://admin.sc.gov/real_property/forms.

Sincerely,

Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
GREENVILLE TECHNICAL COLLEGE**

OFFICE SPACE IN GREENVILLE COUNTY

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord must provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named). Leases that must be approved by the State Fiscal Accountability Authority also require Private Participant Disclosure forms to be completed by the Lessor (copies available upon request).

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA – Greenville Technical College

- **The space will be used by the Greenville Technical College cost centers that perform separate and distinct functions under contract with the South Carolina Department of Social Service's Division of Early Care and Education from a central-located site in Greenville: (1) ABC Quality-Greenville Office, (2) Center for Child Care Career Development, and (3) Child Care Licensing Region 1-Greenville. The 3 cost centers should be co-located to achieve multiple operational efficiencies.**
- Location: GREENVILLE COUNTY, SOUTH CAROLINA, centrally located with easy access to I-85 and I-385.
- Expected occupancy date: **May 14, 2021**
- Total space needed is approximately **14,500** rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:
 - 41 private offices for professional staff of approximately 120 square feet each
 - Space to accommodate 7 employees in workstations (workstations to be provided by Landlord) of approximately 48 square feet each
 - Space to accommodate 4 staff who are in call center positions in small workstations (workstations to be provided by Landlord) of approximately 25 square feet each
 - 3 large conference rooms of approximately 435 square feet each to accommodate seating for 15-18 people at a time
 - 2 medium reception suites, to accommodate up to 6 people at a time of approximately 100 square feet each



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- 1 large reception area, to accommodate up to 12 people at a time of approximately 200 square feet
- 3 kitchen/break rooms to accommodate 8-10 people at a time of approximately 200 square feet each
- 3 printer alcoves with 8 linear feet of upper and lower cabinets for supply storage and printer of approximately 40 square feet each
- 1 copy/print/mail/supply room (including room for dedicated floor mounted printer, storage and mail slots) of approximately 200 square feet
- 1 IT storage closets of approximately 180 square feet including wall mounted racks
- 2 IT computer/server rooms with separate HVAC system or separate thermostat for temperature control and backup power of approximately 100 square feet each. Server rooms must provide 24/7/365 maximum temperature of 68 degrees with floor to floor or floor to roof deck wall construction, and unique door locks.
- 2 Library areas of approximately 150 square feet each
- 2 large storage rooms for record storage of approximately 400 square feet each
- 1 focus/privacy room of approximately of approximately 50 square feet
- Landlord to provide security guard and scan card entry for building/office access
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- 87 parking spaces are desired, including 5 handicapped spaces. State availability of reserved parking spaces.
- Parking lot must be paved and lighted with alarm system and scan card system. Security to patrol parking lot and premises.
- Building must be accessible with HVAC available 24/7/365.
- Term: Please provide proposed rates for 5 and 7-year terms.
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements. Janitorial services shall be performed using SC Department of Health and Environmental Control guidelines and approved US Environmental Protection Agency registered antimicrobial products for the protection of tenant and visitors (to the extent possible) against the virus referred to as COVID-19.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at: https://admin.sc.gov/real_property/forms or can be provided upon request.**



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- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 PM, DECEMBER 14, 2020**
- All proposals must be in writing and may be submitted by e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

CONTACT INFORMATION

All information and questions should be directed to Real Property Services – no direct contact can be made with GREENVILLE TECHNICAL COLLEGE. Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
PHONE: 803-737-0644 or 803-737-1617
EMAIL: rps@admin.sc.gov

